

SUBJECT: Procedure for Completing Cash Collection Vouchers

1. Purpose. To standardize the preparation of the Cash Collection Vouchers (CCV), DD Form 1131

2. Procedures for completing a CCV are as follows.

a. Block 1 (DISBURSING OFFICE COLLECTION VOUCHER NUMBER). Leave blank.

b. Block 2 (RECEIVING OFFICE COLLECTION VOUCHER NUMBER). Use sequential numbers with the first CCV for the fiscal year beginning with XX-0001 (with XX representing the fiscal year).

c. Block 3 (RECEIVING OFFICE).

(1) Block a. Type in the DFAC for which the collections were made and the complete address for that DFAC.

(2) Block b. Type in the name and title of the Food Service Officer (FSO) followed by the signature of the FSO.

(3) Block c. Type in both the commercial and DSN phone number for the FSO.

(4) Block d. Type in the date of the last collection or the date the CCV was prepared.

d. Block 4 (DISBURSING OFFICE).

1) Block a. Type the following: DFAS-EUROPE
ATTN: DISBURSING
UNIT 23142
APO AE 09227

2) Block b. Type the following: JOSEPH A. MYRDA, DISBURSING OFFICER
DFAS-IN/IPC
DISBURSING OFFICER

3) Block c. Type the following: Commercial 011-49-631-411-7437
DSN 314-483-7437

4) Block d. Type the following: DSSN 5570

5) Block e. Leave blank.

e. Block 5 (PERIOD). Leave blank.

SUBJECT: Procedures for Completing Cash Collection Vouchers

f. Block 6 (DATE RECEIVED). Type the date the cash or negotiable instrument was received.

g. Block 7 (NAME OF REMITTER/DESCRIPTION OF REMITTANCE). Type the description of the remittance.

h. Block 8. (DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED). Type the purpose of the collection. If the information in block 7 satisfactorily describes the purpose of the collection, then leave blank.

i. Block 9 (AMOUNT). Type the amounts from each incident by accounting classification.

j. Block 10 (ACCOUNTING CLASSIFICATION). Type the complete Line of Accounting (LOA) for the amount of each collection. Periodically verify the LOA with DFAS-Europe . For any questions concerning the LOA please contact DFAS-Europe at:

Email: DFAS-EU-VOUCHER-POC@DFAS.MIL

DSN: 314-483-7086 or 7839

Commercial: 0631-411-7086 or 7839

k. Block (TOTAL). Type the total amount collected. This amount should equal the total of Block 10.